

## FMLA

The Family and Medical Leave is not a UAW negotiated benefit. It is administered through the US Department of Labor. Sedgwick administers the process for General Motors. The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. FMLA is for employees with a chronic illness and/or their family members. FMLA allows time off for illness and treatment as well as Baby Bonding for new parents.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLMA principles for determining compensable hours or work. This applies to Traditional, In-Progression and Temporary Employees.

At General Motors there are Employee's Responsibilities pertaining to FMLA. Not adhering to them may subject you to disciplinary action up to and including discharge. **It is important that you read everything in the FMLA package that is sent to you.** If there is something you don't understand call Sedgwick at 800-489-4646 press 3 and ask questions. You can also apply online <https://www.claimlookup.com/generalmotors> . The fifteen (15) day clock begins the day the FMLA package is sent to you. The completed FMLA forms must be faxed back to Sedgwick within fifteen (15) calendar days after postmark or faxed date. It is **your** responsibility to make sure your FMLA papers are in on time and completed correctly. Be careful of starting to take days off before the papers are approved. There have been instances where members ended up in the Document 8 process because the forms were returned late or incomplete. You must be vigilant in dealing with FMLA process. If you are having difficulty getting the paperwork back from the doctor, go get it and bring it to Benefits office to fax yourself. Also call your FMLA examiner to advise them of your situation. Sometimes, they will work with you and extend the deadline.

Once Sedgwick has obtained the completed forms, they will inform you by letter within 5 business days, of the status of your leave request.

An approved FMLA leave does not entitle you to exit the plant during your scheduled work hours at your discretion. You must notify and provide relevant details to management prior to leaving work in order to avoid potential disciplinary action. Additionally, you must call the GM Benefits & Services Center prior to the end of your shift.

Appointments should be scheduled so that they do not interfere with your scheduled shift hours. Second and third shift employees who have appointments during the day, either for themselves or for a covered family member are expected to report for work at their regular starting times. Employees are also expected to be at work before and after their scheduled appointment times.

Even where leave is granted, Monday and Friday absences may not be excused under the FMLA where you have discretion in the scheduling of appointments or absences. Employees are required to make a reasonable effort to schedule the FMLA treatment period so as not to unduly disrupt GM's operations and are expected to arrange doctor's visits during non-work hours, if possible.

If you seek FMLA coverage for reasons not covered by and/or approved in accordance with the FMLA guidelines and the FMLA certifications you have provided or use FMLA for any purpose other than its intended purpose, you may be subject to disciplinary action, up to and including discharge.